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# MEETING MINUTES JAN. 24, 2020

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RDMT 333 10-11:30 a.m.

**Meeting called to order:** 10:01 a.m.

**In attendance:** Sameer Bhattarai, Dave Boden, Eddie Burke, Wes Evans, Wade Hampton, Scott Huber, Andy Hughes, Robert Kirchman, Logan Lorentzen, Casey Machen, Linda McGillicuddy, Haley Orthel-Clark, Melanie Purdy (Chair), Cecilia Vigil, Rori Wilkis, Cheryl Woehr, Dolores Wonder

**Absent:** Warren Hejny, Kofi Poku

**Guests:** Amber Anaya, Ed Corbett, Lars Jensen

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## Approve Minutes from December 6, 2019

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Approval of December 6, 2019 Minutes: *Wade Hampton and Cecilia Vigil motioned and seconded respectively. The minutes were approved with one abstention and no opposition.*

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## Course Evaluations

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Chair Purdy added references as requested from Faculty Senate. Department input received was concern continuing to circle around bias. Chair Purdy added links per Julie Ellsworth's suggestion to demonstrate where bias does not occur.

*A motion and a second was made respectively by Wes Evans and Linda McGillicuddy to approve the changes to the course evaluations. The motion passed with one abstention and no opposition.*

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## Tenure Track Guidelines – Revised based on input/discussion

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Chair Purdy reported she received input from Deans and tenure track faculty, and reviewed any revisions made such as the addition of NSHE code citation links. The observation guidelines will be revisited at a later date. The next steps are to have the committee members review the guidelines and take to their departments for input. Suggestions received were to clarify what needs to be done to achieve Excellent and Commendable using straight-forward language, and to clarify what student engagement/effective use of office hours means. Chair Purdy will provide a clean version of the document with all revisions incorporated to the committee. Other suggestions were to define clearly what the duties of a committee chair are and clarify what "effective" means.

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## SBBC Update – Annual Evaluation Reporting Criteria

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The committee discussed why this part of the Annual Plan is in the Salary, Benefits and Budget Committee instead of Professional Standards. There was strong agreement within the committee that Professional Standards should be involved.

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## Wording on Tenure Documents

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The feedback timeline from supervisors/administrators in some areas of the documents is not clearly defined. Chair Purdy asked the committee to review the timelines and email her any suggestions or input.

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## Old Business

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A comment was made about the number of announcement type emails received from various departments, such as newsletters and event announcements. It was suggested departments send fewer emails. The commenter was not sure which list serv was used.

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## New Business

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None

**Meeting Adjourned:** 11:04 a.m.

**Next Meeting:** February 28, 2020 from 10-11:30 a.m. in RDMT 333